IMPENDLE LOCAL MUNICIPALITY



Final 2016/17 SBDIP

30 June 2016

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2016/2017

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1. FOREWORD BY HW THE MAYOR

Our Service Delivery and Budget Implementation Plan (SDBIP) commit Impendle Local Municipality to ensure that the organization actually delivers on the Integrated Development Plan (IDP), budget (both capital and operational) spending and service delivery targets during the 2015/16 financial year. It is a continued commitment on how we will on quarterly basis implement and report on (service delivery) the objectives set out in our IDP. SDBIP gives operational expression to the developmental local government and the IDP.

We have visited all stakeholders even those in remote areas as promised in the previous budget and IDP process. Already we've had consultative meetings with all property owners on property rates as well as the IDP. The budget and tariffs will be advertised widely in the press, the website and on our notice boards. The active involvement of our ward committees in the public participation process last year was commendable. This year we have to intensify the involvement of ward committees in the budget and IDP processes as this would continue to entrench participatory democracy in our communities.

Impendle Municipality has outsourced Internal Audit Activity to a service provider for this year. Internal Audit Activity has formed a working relationship with the Provincial Internal Audit Unit and National Treasury Risk and Internal Audit Support Unit for skills and resources sharing and to strength the Internal Audit Activities operations, as a result both the National and Provincial Treasuries engaged itself in coordinating the Risk Assessment Exercises. SDBIP will serve as an tool that indicates the origin of the performance objectives for performance management, monitoring and reporting purposes that will be Audited and reported on quarterly basis.

On behalf of the people of Impendle, I approve the Service Delivery and Budget Implementation Plan (SDBIP) of Impendle Local Municipality for 2015/2016 Financial Year on this 11th Day of June 2015.

CLLR S NDLELA
SPEAKER/MAYOR

2. Introduction

The compilation of the third generation IDP of Impendle Municipality commenced by drafting the 2012/13-17 IDP process plan in July 2011 which was adopted in August of the same year. The IDP Representatives forum took place in November 2015 and further Public Participation processes took place in November 2015, April and May 2016. These were coupled by tabling the draft to council to discuss mile stones such as the Status Quo reports and review of the process plan. It is from this process that the Municipality derived its developmental objectives. These were translated to measurable outputs and performance indicators were established. The Service Delivery and Budget Implementation Plan (SDBIP) commit Administration to perform and Report on these Identified performance indicators.

A risk based audit plan has been developed and systems of internal control were tested to effectively monitor the vulnerability of operations within the municipality. The Municipality had procured service provider to fast track effectiveness of audit sampling and this will also help internal audit to identify areas with high risk to be able to advise management of areas that needs urgent and immediate attention.

Circular 13 of MFMA provides guidance and assistance to municipalities in the preparation of the Service Delivery and Budget Implementation Plan (SDBIP) as required by the Municipal Finance Management Act (MFMA). The SDBIP gives effect to the Integrated Development Plan (IDP) and budget of the municipality and will be possible if the IDP and budget are fully aligned with each other, as required by the MFMA. The budget gives effect to the strategic priorities of the municipality and is not a management or implementation plan. The SDBIP therefore serves as a "contract" between the administration, council and community expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration over the next twelve months. This provides the basis for measuring performance in service delivery against end-of-year targets and implementing the budget.

In terms of s69 (3) a) of Municipal Finance Management Act 53 of 2003 the accounting officer must no later than 14 days after the approval of an annual budget submit to the mayor a draft service delivery and budget implementation plan for the budget year. In compliance with the above act I am delighted to submit this draft SDBIP to H/W the Mayor Cllr. SG Ndlela on this 14th Day of June 2016.

SI Mabaso

Municipal Manager

2. VISION AND MISSION STATEMENT

2.1 Vision

"A better life for all people of Impendle through provision of sustainable access to basic services and promotion of social and economic development"

2.2 Mission

Through the integrated development plan and the Batho Pele principles Impendle Municipality will strive for the realisation of the Council vision.

2.3 Legislative Mandate

In terms of Section 53 (1) (c) (ii) of the MFMA, the SDBIP is defined as a detailed plan approved by the mayor of a municipality for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate the following: projections for each month of —

- (i) revenue to be collected, by source; and
- (ii) operational and capital expenditure, by vote
- (iii)service delivery targets and performance indicators for each quarter, and other matters prescribed

Being a management and implementation plan (not a policy proposal) the SDBIP is not required to be approved by the council. According to Section 53 of the MFMA, the Executive Mayor is expected to approve the SDBIP within 28 days after the approval of the budget. This section requires him or her to take all reasonable steps to ensure that the SDBIP is approved within 28 days. In addition, the Executive Mayor must ensure that the revenue and expenditure projections for each month and the service delivery targets and performance indicators as set out in the SDBIP are circulated or made public within 14 days after its approval.

2.4 SDBIP Process (MFMA) Section

53. (3) The mayor must ensure—

- (a) that the revenue and expenditure projections for each month and the service delivery targets and performance indicators for each quarter, as set out in the service delivery and budget implementation plan, are made public no later than 14 days after the approval of the service delivery and budget implementation plan; and
- (b) that the performance agreements of the municipal manager, senior managers and any other categories of officials as may be prescribed, are made public no later than 14 days after the approval of the municipality's service delivery and budget implementation plan. Copies of such performance agreements must be submitted to the council and the MEC for local government in the province.

Section54. (1) On receipt of a statement or report submitted by the accounting officer of the municipality in terms of section 71 or 72, the mayor must—

- (a) consider the statement or report;
- (b) check whether the municipality's approved budget is implemented in accordance with the service delivery and budget implementation plan;

- (c) consider and, if necessary, make any revisions to the service delivery and budget implementation plan, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustments budget;
- (d) issue any appropriate instructions to the accounting officer to ensure—
- (i) that the budget is implemented in accordance with the service delivery and budget implementation plan;

2.5 Strategic Outcomes

1. Municipal Transformation and Institutional Development

OJECTIVES	STRATEGIES	MEASURABLE OUTPUTS	PERFORMANCE MEASURES/INDIC	ANNUAL TARGETS
To ensure optimal Institutional Structure for efficient and effective service delivery	Review and Implement Organogram with adequate capacity	Adopted organisational structure	Date of Adoption	2017/05/30
To Provide skills development programme for staff, Councillors and the unemployed	Secure funds for Skills Development programmes	Budget Spent for Workplace Skills Plan and Seta programmes	Actual Amount Spent	R6 000 000 + R200 000 + FMG
	Ensure that critical vacant posts are filled, in line with the Work-study Analyst's recommendations	To ensure that Critical Skills Gaps are addressed	Date of Submission of Work-study analysis to Council	Dec-16
To improve access to basic levels of services	Prepare Departmental Reports to Council	Submission of agenda items/reports to the MM for inclusion in the Council agenda	Date of submission of agenda items/reports to the MM for inclusion in Council agenda	12
To ensure that the Employment Equity Targets are met	To implement the Employment Equity policy	Employment Equity target groups employed	No of people from Employment Equity Target Group employed in the 3 Highest level of management	2
To ensure that critical post	Fill all vacant funded	Update Employment Equity Report Funded vacant posts	Date of Submission No of Funded	2016-05-30
are filled	post	(other than S57 posts)	vacant Posts filled	
To ensure adequate Human Resource Management	Annual review of HR Policies	Review HR Policies	Date of Review	2016-0530
			Date of Approval	2016-05-30
To Promote Employee Wellness and Health and Safety	Annual Review of Employment Wellness and Health and Safety Policy	Review of Health and Wellness Policies and Programme	Date of Adoption	2016-05-30
	Organise/conduct Health &Wellness Programmes	Wellness and safety programmes implemented	No of programmes undertaken	
To Improve the standard of administrative and auxiliary support	To Review Records Management Policy	Records Management Policy and implementation programmes conducted	Date of Adoption	2015-05-01

2. Good Governance and Public Participation

OBJECTIVES	STRATEGIC	MEASURABLE	PERFORMANCE	ANINILLAL
OBJECTIVES	OBJECTIVES	OUTPUTS/PROJECTS	MEASURE/INDI	ANNUAL TARGET
	Observes	OOTFOTS/FROJECTS	CATOR	IARGEI
To promote effective	Participate in the IGR	Prepare Mayor's	No. of reports	4
Good Governance	within the District		1	4
within the district	within the District	1		
		for submission to	Forum	
Family of		MANCO and Council	meetings	
Municipalities			submitted to	
			Council	
		Prepare MM Forum	No. of MM	4
		resolutions for	Forum	
•		submission to	meetings	
		MANCO and Council	attended	
		Prepare ICT Cluster	No. of ICT and	4
		resolutions for	Communicatio	
		submission to	ns Cluster is	
		MANCO and Council	held	
To provide reasonable	Development and	Approved Audit Plan	Date of	1
assurance on the	implementation of		submission of	
adequacy and	Annual Audit Plan		Risk Based	
effectiveness of			Annual Audit	
internal control		•	Plan	
systems				
		Quarterly Audit	No. of Audit	10
		Reports submitted	Reports	
		to Council	submitted	
To provide reasonable	Implementation of	Coordinate the		4
assurance on the	the Audit committee	Audit Committee		•
adequacy and	charter	Meetings		
effectiveness of the				
Audit Committee				
Ensure accountability	To conduct Oversight	Hold Quarterly	No. of MPAC	4
on the affairs of the	Role of Council	MPAC Meetings	Meetings Held	•
Municipality	through MPAC	, io inice inigo	Weetings Held	
To provide reasonable	Quarterly Monitoring	Reviewed Risk	Reviewed Risk	4
assurance on the	of the Risk register	Register	Register	7
adequacy and	- · · · · · · · · · · · · · · · · · · ·			
effectiveness of Risk				
Management				
To ensure	Development of the	OPMS reviewed and	Date of	1
accountability through	SDBIP	implemented	submission of	_
performance driven	COOL	mplemented	SDBIPs	
operations			SUDIES	
operations			No. of	4
		į	Municipal	į
				į.
			Performance	
			Performance Reports	

	Development of Sec 56 Performance agreements with performance plans	IPMS for Section 56 / 57 Managers reviewed and implemented	No. of Performance agreements signed No. of Section 56 / 57 employee appraisals conducted	4
To ensure that the Public is kept informed	Conduct community dialogues/debates on issues	Annual Report developed and adopted	Date of adoption by Council	1
		Oversight Report adopted	Date of adoption by Council	1
Development project lists to be included in the Municipality's IDP	Development of the IDP Process Plan	adoption of the IDP Process Plan	date of Adoption	
To ensure integration of developmental programs and projects	Develop comprehensive IDP Document	Holding IDP Rep Forum Meetings	2 Rep forum meetings conducted	2
in the Municipal area		A credible IDP developed	Date of adoption of Draft IDP	1
		A Credible IDP adopted.	Date of adoption of final IDP	1
To ensure that the Public is kept informed	Ensure Effective Functioning of Ward Committees	Quarterly Minutes of ward Committee Meetings	No. of Minutes of the ward committee meetings submitted	16
Provide a secure IT infrastructure which delivers appropriate levels of data Confidentiality, Integrity and Availability.	By ensuring that the ISS Policy is being implemented from the security side	Monthly checks up on functional of devices	No. of check- ups on functional of devices	12
To ensure that ICT service providers contracts are up to date	Review of Developed and sign SLAs	Signed SLAs	No. LSAs signed	2
To promote A close alignment between IT and Business Units.	Monitoring and Supervise implementation of Policies	Annual Review ICT Policies by ICT Steering Committee	Number of reviewed ICT Policies submitted for Council	1

			Adoption	
Focussing on the continuous Development of People, Processes and Technology	Ensure reliable IT business process systems high availability to the end users	Municipal training of users on basic end user application	No of training courses conducted	4
To Review and update the Turnaround Strategy		Reviewed Strategy	Date of Adoption	1

3. Service Delivery and Infrastructure Development

OBJECTIVES	STRATEGIC	MEASURABLE	PERFORMANCE	ANNUAL
	OBJECTIVES	OUTPUTS/PROJECTS	MEASURE/INDI	TARGET
			CATOR	
To ensure	Coordinate the	Hold Portfolio	No. of Meeting	4
accountability on	activities of the	Meeting		
service delivery	portfolio committee			
	for infrastructure and			
	Planning			
To improve access to	Prepare and	Developed Business	No. of Business	9
basic levels of services	Implement a	Plan/Progress	Plans/Progress	
	departmental	Report on the	Reports	
	business plan	Implementation of	Submitted to	i
		the plan	Council	

Social and Economic Development

	Hold Meetings	Hold quarterly	No of Meetings held	4
	with Sports	meetings	140 Of Micerings Held	! ⁵⁴ !
	Council	meetings)
To Promote	Facilitating	Hold annual	Number of sports	3
	_			3
sports and		sports events	events	
recreation	Events	(Sport Against		
		Crime, Easter		
		Tournament,		
		Marathon)	5 . (1) 5 .	to l core
		Participate in	Date of the Event	'December 2015
		SALGA Games		
To Promote	Conduct youth	Conduct Youth	Date Held	Jun-16
Youth	summit	Summit		
Development				
To effectively	Annual Review of	Reviewed the HIV	Date Reviewed and	1
manage and	the strategy	& AIDS Strategy	Adopted and date	
coordinate		and	held	
HIV/AIDS		commemorate		
response		World's Aids Day		
throughout the		,		
Municipality				
	TO Implement	Programmes	No. of Program	7
	HIV/AIDS	Implemented	Implemented	
	Programs as per		•	
	the Plan			
	Early Childhood		No of Children's	5
	Development		programmes	
		C		
		Support Elderly	Hold Elderly Wellness	6
		Activities	Programmes Games	
(To promote local	Ubuciko	Support to emerging	2
	writers	Bokubhala	writers/poets	
	C-iti Chill-	Camalinat Americal	No. of Course Force	2045 02 45
li .	Critical Skills	Conduct Annual	No of Career Expo	2016-03-15
	Awareness Expo	Career Expo	conducted	
To promote	Capacitating	Capacity Building	Number of	4
Economic	Development of	Workshop	workshops conducted	
Development	co-operative and			
	SMMES			
		Implement LED	Number of	3
		and Poverty	programmes	
		alleviation	Implemented	
i i		Programs	1	
To create	Development of	Reports	No. of reports	2
conducive	Economic	submitted to	submitted to council	
environment	Development	Council		
for job creation	Policies			
To create job	Implementation	Business plan for	No. of Jobs created	68 + 1080
opportunities	of EPWP and CWP	labour intensive		
		programmes		
		· •		11

Cross Cutting

Cross Cutting				
OBJECTIVES	STRATEGIC	MEASURABLE	PERFORMANCE	ANNUAL TARGET
	OBJECTIVES	OUTPUTS/PROJEC	MEASURE/INDICATO	
		TS	R	
Promote	Implementation	Process SPLUMA	Percentage of	100%
sustainable Land	of the SPLUMA	Development	Development	
Use		Applications on	Applications	
Management		regulated time	Completed on time	
	Resolve Land	Attend to land	Number of Land	5
	Management	issues	issues Resolved	
	issues			
Provide	GIS support to all	Shared Services	No. of GIS support	12
research and	units of the ILM	Reports	reports submitted	
plan outputs as				
required				

5. Sounds Financial Management and Viability

OJECTIVES	STRATEGIES	MEASURABLE OUTPUTS	PERFORMANCE MEASURES/INDICATORS	ANNUAL TARGET
To improve expenditure control		Monthly reconciliation of bank balances (Bank Reconciliations)		12
		Monthly reconciliation of Creditors	Number of Reconciliations	12
		Payment of creditors	Creditors Age Analysis	Within 30 days

		Compliance with prescribed dates of monthly returns (Section 71 Reports)	Number of monthly returns	12
		Compliance with prescribed dates of annual returns	Date of Submission	May-13
To promote accountable financial management	Ensure that the Municipality does not regress in its Audit opinions and get Disclaimer	Acquire an electronic record-keeping system with an off-site and onsite backup storage	Number of review meetings on electronic record- keeping system	4
		Implement Standard Charts of Accounts (SCOA)properly in allocation of accounts	Number of committee meetings on Implementation of SCOA	4
To promote effective Budgeting and Treasury	Ensure that the Municipality budgeting planning, reporting and monitoring	budget process	Number of Committee 1 s meetings on developing a budget plan	

processes are effective	Revive Budget Steering Committee	Number of Budget Steering committee	4
	Provide monthly budget reports t ManCo on monthly basis	Number of budget report meetings to ManCo	4
	Engage HODs about their budget on regular basis	Number of meetings with HOD's	12
Ensure expenditure is properly managed including the Capital Expenditure (CAPEX)	Report to ManCo on the Municipality's expenditure monthly	Number of report back meetings to ManCo	12
	Report on CAPEX to indicate Municipality's spending on capital projects, in line with Infrastructure Plan	Number of report back meetings to CAPEX	12

	Report on MIG expenditure and report to National Treasury	Number of report back meeting on MIG expenditure and report to National Treasury	12
	Develop procurement plans against business plans and budget	Number of meetings on developing procurement plans, business plans and budget(SDBIP)	1
To improve the budgeting and reporting processes	Budget / IDP Process Plan Approved by Council	Council Resolutions	30-Aug
	Submission of all monthly returns (Section 11 Reports)	submitted	12
	Submission of all quarterly returns		4
	Submission of all Budget Information (BI) annual returns	no of returns submitted	2
	AFSs submitted on time	Date of submission	30-Aug
	Revaluation of assets and review of economic life span	Revaluation Report	30-Jun

		Fixed Asset Register reconciled with General Ledger	Number of reconciliations	12
To improve the procurement system		No. of days to place an order	No. of days for requisition less than R30 000 to be converted to a purchase order outstanding	5 days
		No. of days to finalise specification of Bid / Tender reduced	No. of days	Within 15 days
		No. of days to finalise evaluation of Bid / Tender	No. of days from close of tender	Within 15 days
		No. of days between the evaluation process and the adjudication process	No. of days taken to adjudicate	Within 15 days
		Legislative compliance (including completion of declaration of interest from Supply Chain and Finance Personnel) m by	No. of days taken to adjudicate	
To ensure Revenue Enhancement	Ensure revenue is properly managed and enhanced	Develop revenue management strategy	Number of meetings on developing revenue management strategy	1

		Identify new revenue sources	Number of meetings on identifying new revenue sources	4
To ensure effective supply of goods and services	Ensure that there is effective debt management Ensure that Supply Chain Management	Develop debt recovery strategy Workshop staff and Council on SCM process	Number of meetings on developing debt recovery strategy Number of Workshops for staff and council on	1
	(SCM)	Facilitate the development of procurement plan	Number of facilitation meetings of development of procurement plan	4
To ensure proper assets management	Ensure that the assets are managed properly	Conduct an evaluation and verification of assets	Number of evaluation and verification of assets meetings	12

		Do an asset reconciliation Develop an asset register	Number of assets reconciliation meetings Number of meetings on developing an asset register	1
	Ensure that there is compliance with Municipality Property Rate Act (MPRA)	Develop an MPRA register	Number of meetings on developing an MPRA register	1
	not (Wi hay	Provide Update on data- cleansing of MPRA	updating data-	4
	Ensure that Impendle is viable financially	Develop strategy for ensuring that the Municipality has sufficient funds for their activities	for ensuring that the Municipality has sufficient funds for	1
		Request funding agencies to response to funding agencies request	Number of meeting with funding agencies	4
To improve income control		Total No. customers - billed	Number of customers billed/Total No, of Customers-database (%)	100%

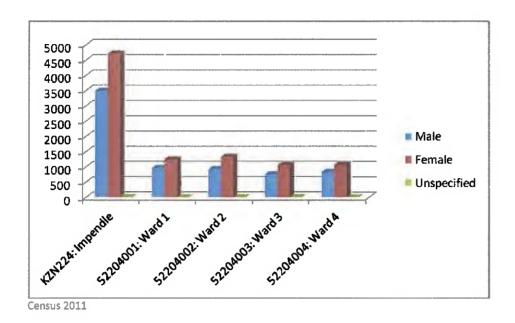
Cash collected from customers	No. of days outstanding	Within 30 days
Suspense Account Reconciliation	Monthly reconciliation of Suspense Account	12
Property Valuation roll	Revised Valuation Roll	01 June 2014
Weekly Banking	Reviewed Weekly Banking Report	52 weeks
Debt coverage ratio	Ratio [(Total operating revenue received) - (operating grants received) / debt service payments due, including interest and capital]	16:01
Outstanding service debtors to revenue	No. of days debtors are outstanding (Total outstanding debtors / Actual revenue received for services) x 100	30 days
Cost coverage ratio	Ratio [All available cash at a particular time) + (Investments)- Conditional grants)]/ Monthly fixed operating expenditure)	01:01
Quarterly collection rate on billings	% Collection rate (Total receipts for services/ Total billings for services)	75%

Percentage growth in revenue collected by the municipality as a % of projected revenue target	(Actual revenue collected for this quarter/ Targeted revenue collection for this quarter) - (Actual revenue collected previous quarter/ Targeted revenue collected previous quarter) x 100%	80%
Grants as a % of revenue received	% Achieved (Total grants received/ Total revenue received) x 100 (DORA)	25% own revenue
R debtors outstanding as a % of revenue received for services	% Achieved (Total outstanding debtors/ Actual revenue received for services) x 100	Nil
% of debt over 90 days	% of debtors >90 days (Total outstanding debtors >90days/ Total outstanding debtors) x 100	100%
Debtors collected as a % of money owed to the municipality	% Debtors collections (Actual revenue received for services/ Total outstanding debtors) x 100	100%

3. Ward Information

	Male	Female	Unspecified
KZN224: Impendle	3493	4709	1
52204001: Ward 1	965	1243	-
52204002: Ward 2	936	1338	-
52204003: Ward 3	759	1061	1
52204004: Ward 4	832	1067	-

Census 2011



The graph and the table above demonstrate that in all four wards most household are female headed. This gives evidence of migration for males

4. Monthly Projections to be collected by Source

Refer to annexure 4 Attached

5. Quarterly Projections of Service Delivery Targets and Performance Indicators for Each Vote

Refer to annexure 5 a-d Attached

6. Monthly Projections for Operating and Capital Expenditure and Revenue for each Vote

Refer to annexure 6 Attached

7. Three Year Capital Works Program

Refer to annexure 7 Attached

8. Conclusion

The SDBIP is a key management, implementation and monitoring tool, which provides operational content to the end-of-year service delivery targets, set in the budget and IDP. It determines the performance agreements for the municipal manager and all top managers, whose performance can then be monitored through section 71 monthly reports, and evaluated through the annual report process. The biggest challenge is to develop meaningful nonfinancial service delivery targets and indicators, in addition to the budget indicators however this will remain work in progress for the Municipality.

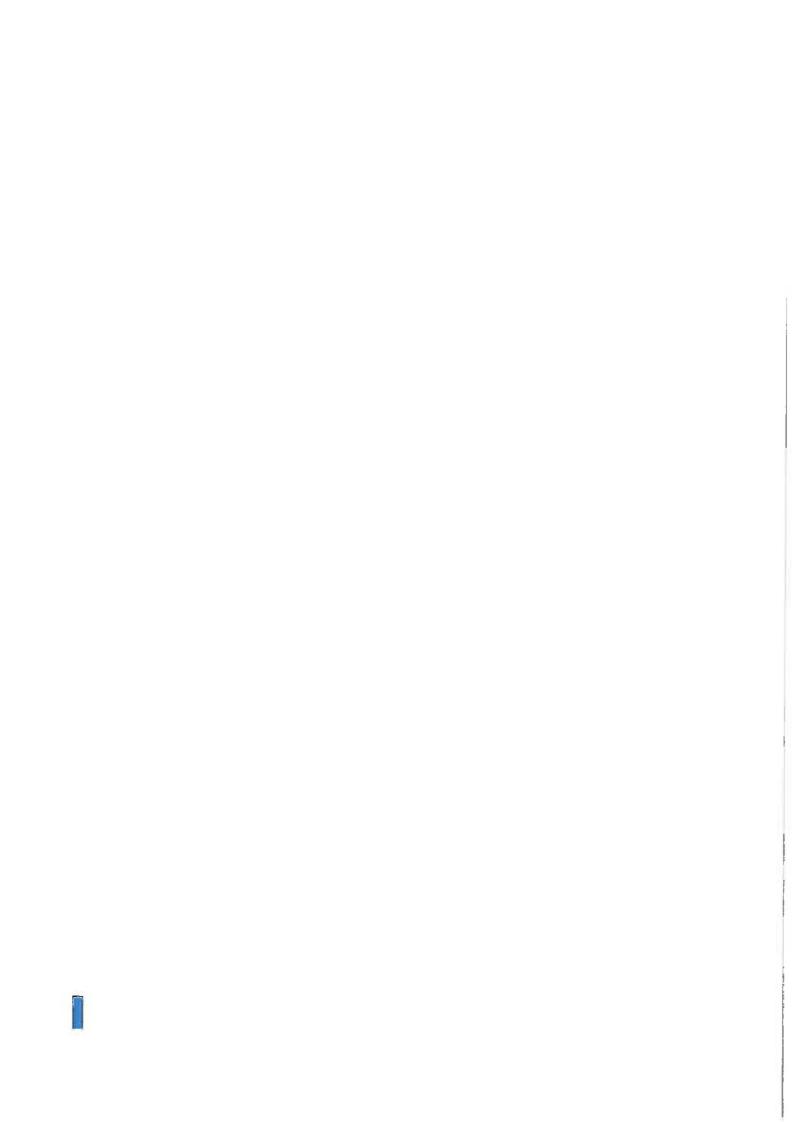
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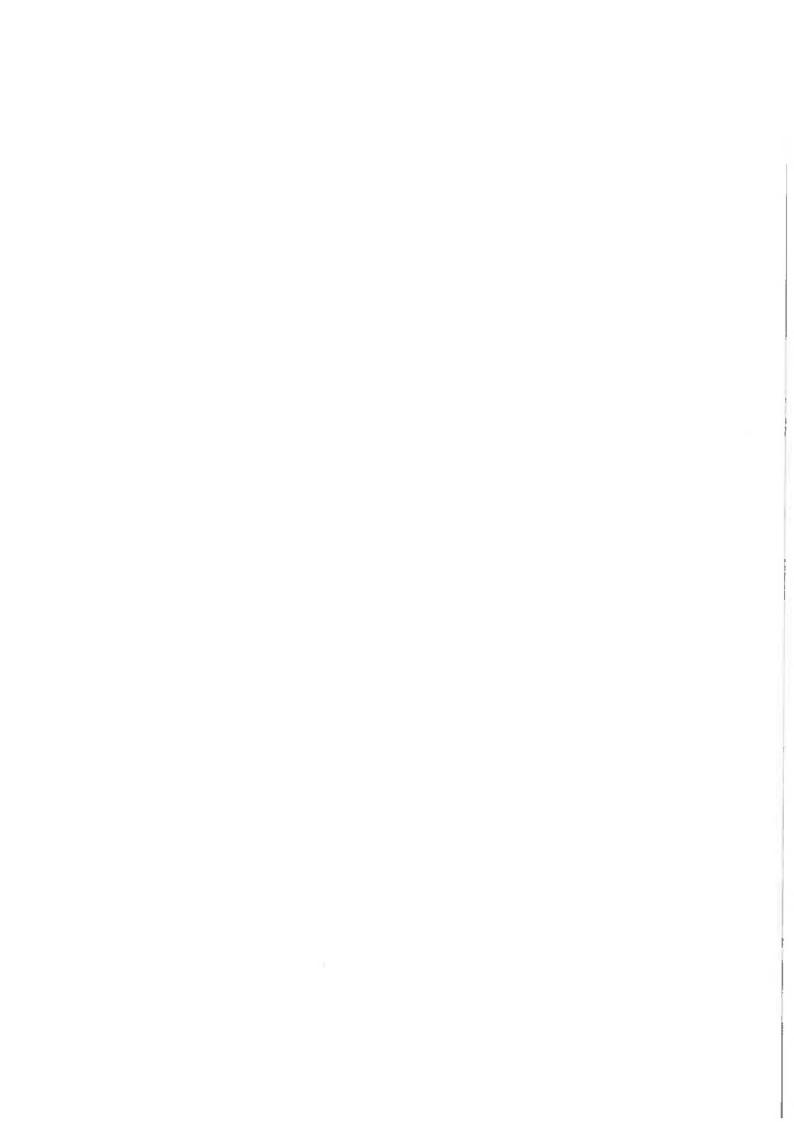
ltem	Item
Number	
4	Monthly Projections to be collected by Source
5	Quarterly Projections of Service Delivery Targets and Performance
	Indicators for Each Vote
a.	Office of The Municipal Manager
b.	Budget and Treasury
C.	Infrastructure and Planning Services
d.	Corporate and Community Services
6	Monthly Projections for Operating and Capital Expenditure and Revenue
	for each Vote
7	Three Year Capital Works Program

Attendance Registers and S&T claims Confration of receipt Dept of Labour Shrizile and Council Resolution BE Pleny Council Resolution Appointment felters Training Altendance register 111 RS000000+ RS00000+ PMG F2000 000 +R 50 000 + FMG N/A F2000 000 +R 30 000 + FMG ž R2000000+R 50 000 + FMG R5000000-R200000-FMG ĺį 2017-16-30 Update Date of Emboyment Acciton by Espairy Plann Council Funded womit in load Fambol posses John woom Poets Ihmi SSF posts) Med Data of Submision of Work-study analysis to Council No of people from Employment Equity Target Group employed in the 3 Highest level of management Dalle of Submission Adapted Date of organizational Acoption structure To ensure that I Criticals Soils Gaps are addressed To ensure that 10 implement Employment Physician Relations and Physician Employment Tending policy groups are med for the Employment Tending policy groups are med for the Employment Tending Policy employed Employed Updale Employment Equily Report Review HR Policies E. Corporate Services
To ensue Review and potential Indonesia Organization of Sincians of with addresses of entire and opposity officials and opposity officials and opposity officials and opposity officials and opposity To ensure that Fill all vacant critical post funded post filled Annual review of HR Policies Olvision (Programme CORP 02 CORP 03 CORP 06 CORP 04 CORP 05 70 dHO

Reschillen	Poley, Cuncil Resolution	Fichers, Footbase, postinent of the Service Provides	Raports from F.2 Teeth	Polog, Cotrol Pandulfon	Calendar snd Council Resolution	Altendanos Ragider and Council Minutes	Allendance Register and Mindes		
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-	-	٥	0	0	-	52		n	ь
_	-	2	-	-	-	12	-		-
Date of Approval	Bale of Actrifice	No of programmes uncertakten	Date of Review	Date of Acoption	Dalis Adquired	No of Council Meeting held	No of meetings hald	No of meetings held	No of meelings hald
	Review of Health and Meliness Policies and Programs	Weltures and safety programmes implemented		Records Memogement Policy and implementation programmes condiscled	Council Meetings Callentian	- s_	identity meetings with the Connucile and Connucily Portolo Committee	Meanings with the Local Labour Forum ALES	Monthly meetings with the Sport Portfolio
_	Awaud Review of Employment Wellness and Health and Safety Policy	Organisabandu d Health éWelness Programmes	Review of Bactronic Records Management System	To Review Records Management Policy	Develop of Council (LE, Sports and Bootlean	Committee Needings zalender			
	To Promds A Employee O Wellers and Y Health and P Selegy	10 0 W M	To Improve the Peranded of administrative Perchanding American Ame	=	•				

COORP 18
COORP 13
COORP 14
COORP 15
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COORP 15





AGM to be conducted by June 2015 Term of office expired Minutes and adendace register Abendance Register Council Resolution, Register WC-298 MS S R 150 000,00 CCSM Territory for ž × ž District Assessment 31 December 2016 ž Model and Compa 4 (Morshop, Reed Dance, Competitions, Indoni Party Sales Hold minual storts Number of sports 3 events (Sport Against levents Orme, Easter (Christ, Easter (Amerithon)) No of Children's programes No. of Programes Implemented Culture Programme of Para, Moto of Beogramme Implementation Plens Implementation of Arti No. of Arts and and Culture Plan Culture Activities Participate in SALGA Date of the Event Games Hold Etlerty Wellness ProgremesGam Shareh Malect Reviewed the HV & D ADS Strategy end e commemorate d World's Aids Dey Conduct Youth Summit Support Edenty Activities Hold questionly meetings Programes Implemented Early Childhood Development Hold Meedings with Sports Council Facilitating Annual Sport Events Conduct youth summit TO implement HN/AIDS Programs as per the Pten and culture activities To Promote Social Cohedon To Promote sports and recreation To effectively menage end cuordiserie HVANDS response throughout the Municipality Development Services The second COMM 08 COMMOS COMM 02 COMM DA COMMUS COMM D3 COMM07 COMM 09

	Reports
Attendence Register	Pictures & Reports
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İ	Minutes and attendance of meeting	Minutes of meeting and/or attendance	Minutes of meetings/atten dance register	Approved IA	Audit Reports, Council Resolution	Audit Committee Minutes, Attendence Registers		Risk Report	Council	01, 02 and 03 Performance Reports and	Signed Performance Agreements
	Com Officers	Com Officer: OMM	Com Officer.	GM: IA	GM: IA	GM:1A		MW	MM	MM	MIM
	Inhouse	Inhouse	inhouse	N/A	Linked to IA Budget	R 15 291		Inhouse	Inhouse	əsnoqui	Inhouse
	r	1	н	N/A			1	п	30-Jun	г	0
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Í	Inhouse	Inhouse	Inhouse	linked to IA budget	linked to IA budget	R 15 291		Inhouse	N/A	Phouse	Inhouse
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4.	No. or reports from Mayor's Forum meetings submitted to Council	No. of MM Forum meetings attended	No. of ICT and Communications Cluster is held	Date of submission of Risk Based Annual Audit Plan	No. of Audit Reports submitted		No, of MPAC Meetings Held	Reviewed Risk Register	Date of submission of SDBIPs	No. of Municipal Performance Reports submitted	No. of Performance agreements signed
Angest Malliant	mayor's rns for on to and		repare ICT fuster asolutions for abmission to ANCO and	pproved Audit	tuarterly Audit eports Jamitted to suncil	oordinate theudit. om mittee	old Quarterly 1PAC Meetings	eviewed Risk egiser			IPMS for Section 56 / 57 Managers reviewed and implemented
All Market	Frequency of the state of the s		20272	i –	, υ <u>ας</u> <u>π</u> .υ	tenfati he ttee	o conduct P. Versite Role N Council	Hantoring of R Conitoring of R in Risk sgister			Development IP of Sec 56 56 Performence M agreements re with in performance plans
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Minutes of appraisal Meetings	Council Resolution	Council Resolution	Council	Minutes and attendace register	Council	Council Resolution	Copy of Minutes	Log in screan shot	Copy of Signed SLAs	ICT Policles, Minutes, Council resolution	Attendance Registers, Appointment latters of Service Providers	Council Resolution Back to Basics replacing Turnaround Strategy
WW	MM	N N		(DP/PMS MANAGER	M: IDP	M: IDP	Act Com M	Act M: ICT		MM		
	N/A	N/A			N/A	R150						
inhouse	N/A	N/A		N/A	N/A	Inhouse	40000	Inhouse	N/A	N/A	N/A	N/A
	K/A	N/A		N/A	N/A	30-Jun	-	60	N/A	N/A	'n	####
Inhouse	3 60 000	Inhouse		Inhouse	inhouse	N/A	40 000	Inhause	N/A	N/A	A/N	A/N
d	31-Mar-17	31-Mar-17		-	31-Mar	N/A	-	m	-	N/A	un .	***
estuarin de la companya de la compan	N/A 33	N/A 31		A/N	N/A	N/A	40000	Inhouse	N/A	N/A	N/A	#/A
-	N/A	N/A	A/A	N/A	N/A	N/A	4	ļ	N/A	N/A		#
<u> </u>	N/A	A/A	N/A	Inhouse	NA	N/A	40.000	Inhouse	N/A	Inhouse	R 300 000	Inhouse #######
	N/A	N/A	30 Aug	N/A	N/A	N/A	4	m	2	N/A	N/A	15-Jul-16
Ŧ	31-Mar-17	31-Mar-17	30-Aug	2	31-Mar	30-Jun	91	77	7	5 by December	4	Quarterly 15-1
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No. of Section 56 / 57 employee appraisals conducted	Date of adoption by Council	Date of adoption by Council	date of Adoption	2 Rep forum meetings conducted	Date of adoption of Draft IDP	Date of adoption of final IDP	No. of Minutes of the ward committees meetings submitted	No. of check ups on functional of devices	No. LSAs signed	Number of reviewed ICT Politics submitted for Council Adpotton	No of training courses conducted	Date of Submission
	Annual Report developed and adopted	Oversight Report adopted C	adoption of the d	Holding IDP Rep Forum Meetings		A Credible IDP D adopted. ff	quarterly Minutes of ward Committee Meetings	Monthly checks N up on functional fu of devices		Annual Review ICT Policies by ICT Stearing Committee	Municipal N training of users or on basic end user application	Reviewed Back Di to Basics template
	Conduct community dialogues/deb ates on fisues		Development of the IDP Process Plan	Develop comprehendv e IDP Document			Ensure Effective Functioning of Ward Committees	By ensuring that the ISS Policy is being implemented from the security side	Review of Developed and sign SLAs	Monitoring and Supervise Implementati on of Polides	Ensure realible IT business process systems high avaiability to the end users	
Good Gove	To ensure that the Public is kept informed		Developme nt project lists to be fncluded in the Municipalit	To ensure Integration of development at programs and projects In the	area		To ensura that the Public is kept informed	Provide a secure IT infrastructure which delivers appropriate levels of data Confidentiality, Integrity	To ensure that ICT serice providers cotracts are uptodata	To promote A dose alignment between IT and Business Units.	Focussing on the continuous Development of People, Processes and Technology	To Review and update the Back to Basics
					<u> </u>		Good Governmence Sood Governmence Feetland					
2	01 PMS 5	01 10 1		21 IDPCS	04 IDP 1		ल ८३	01 ICT 3	01 ICT 4	٥٦ ادر ۶	02 <u>17</u> 6	O1 MTAS

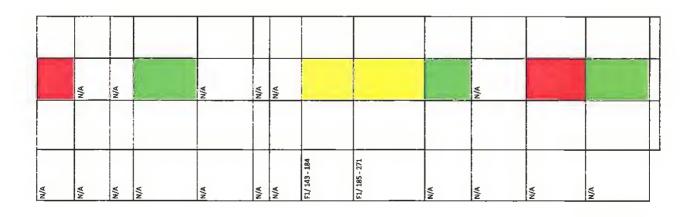
Prepared by Mr. SI Mabaso

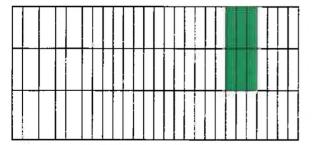
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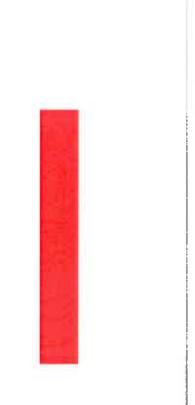


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Parallel P	Total Control			Minutes of Minutes of attendings and attendence register	Business Plans	Minutes of Meatings and attendence register	Minutes of Council	Business Plans	Council
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	Manual Ma			No. of Meeting	No. of Business Plans/Progress Reports Submitted to Council	No of the meeting	No. of Reports Submitted	No. of Sile inspectans per invaice	No. of items to be repared
Tours Park				.0	Seveloped Susiness Plan/Progress Report on the Implementation of	Hold MaPS Staff	utenission of genda semination of seminations to the MM for inclusion in the council agenda.	Inspection of Projects and aprove involces for Payment	Mailenance of Converunity Facilities
melen	- Stringer			PSOI Accordance in control and consequent control and consequent control and	To improve Prepare and Cacces to Implement a Bearviers business plan bearviers business plan in the cacces of departmental particles.		To improve Prepare Sacres to Peparimental Sacres to Pagarimental Sacreter Council of Sacreter Council of Sacreter Council of Sacreter Council of Sacreter Sacreter Council of Sacreter Sacreter Council of Sacreter Sacreter Council of Sacreter Sacre	Monitoring of Invoices or Emoires Work done in preparation for payment of invoices or time	
				to entrolling and an analysis and an analysis and an analysis and analysis analysis and analysis and analysis and analysis and analysis and analysis and analysis and analysis and analysis and analysis and analysis and analysis and analysis and analysis and analysis and analysis and analysis and analysis and analysis and analysis analysis and analysis and analysis and analysis anal	To improve access to basic levels of services	To improve Access to basic levels of services	To improve access to basic levels of services	To improve Financial Viability and Viability and Capital Expenditure	To improve access to basic levels of services
	1			nobsqishvri sikiri bra		тыперовачей Івггойт	oritional base not resempte and T Supplemental.	Financial Vabizity	
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Resolution	Report	A Progress Report	Certificate/Clos	Resolution	Progress Report/ Completion	Progress Report	Fleet ststements	Resolution	Council Resolution	GIS Reports	Attendance
 B	WS4I 000	Medi	MS-di	SCMPSM	35	180d	Wedi		HSF.	WSdI	
R 100 000,00	1 373 000	1373000	1 275 000	1 275 000		8 000 000	Operational	DIN CONTROL	Operational	Operational	LAMP OURS
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	20%	20%	100%	20%	%Q	%0%	8	or mi	-	m	[]] - -
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repared	No. of Km Constructed		No. of Kms of Road Constructed	Progrement of Service Provider	Community Hall Completed	Number of HH Connected	No. of reports submited Menco	ercentage of Development Applications Completed on time	No. of Land issues Resolved	No. of GIS support reports submitted	Number of workshops conducted
Municipal Roads	Whiathimbe Road	Lower Makhuzeni Ro	Mazeka Gravel Road	Этентро Мий Стема	Commanity Halls	Electricity	Monthly monitoring of records books	Procession of Particular Applications on regulated time	Resolve Land Atland to land Management issues issues	Shared Services Reports	Cappacity Building Number of Development Workshop workshops on on one conducted
	Construction of New Roads						Ensure that all vehicles and Plant are maintained	of the SPLUMA	Resolve Land Management issues	Provide GIS support S (research and local units of Figure 1) its ILM required	Capacitating Development of co-
access to basic levels of	To Improve acress to basic levels of services	To Improve access to basic levels of services	To improve access to basic levels of services	To improve access to basic levels of services	To Improve access to basic levels of services	To improve access to basic levels of services	To ensure business Controlly throuth Effective fleet	Promoto sustainable Land Use Management		rovide seesrch and ien outpute as equited	To promote Econmic Development

<u> </u>		
	Report submitted to council	Time sheet, business plan
R 300 000	Operational	R1.6m
W.	100%	1148
AN	NA	68+1080
-	-	68+1080
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2	+	68+1080
ro	2	68 + 1080
implement LED No. of programes and Powerty Implemented sileviation	No. of reports submitted to council	No, of Jobs created
Implement LED and Poverty alfeviation Programs	Pevelooment Reports submitted I/No. of reports ### Sconomic to Council submitted to Council council council council	dusiness plan for abor intensive xogrames
1	To create Development Reports su conducive of Economic to Council Informant Sor Development leb creation Politides	unities on of EPWP I and CWP
	To create conducive environment for job creation	To create job opporturities
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Description	Ref Exect	Vote 1- W Executive and council	Vote 2 - Budget and Treasury Office	Vote 3 - Infrastructure and Planning	Vote 4 - Convenuity and Social	Vote 5 - [NAME OF VOTE 5]	Vote 6 - [NAME OF VOTE 6]	Vote 5 - [NAME Vote 6 - [NAME Vote 7 - [NAME Vote 8 - [NAME Vote 9] OF VOTE 5] OF VOTE 6] OF VOTE 6] OF VOTE 6]	Vote 8 - [NAME V	Vote 9 - [NAME OF VOTE 9]	Vote 10 - INAME OF VOTE 10]	Vote 11 - INAME OF VOTE 11]	Vote 12 - INAME OF VOTE 12	Vote 13 - INAME OF VOTE 13]	Vote 14 - (NAME OF VOTE 14)	Vote 15 - INAME OF VOTE 15]	Total
Revenue By Source																	
Property rates			4 479														4 479
Property rates - penalties & collection charges																	ı
Service charges - electricity revenue																	'
SHIVE CIZIDES - WARE INVENIE																	'
Sendes charges - sannanon reversio					f												1
Salvace changes - retuse revenue					3												7
Gelvice charges - other																	'
Rental of facilities and equipment		2		#	£37												90
Interest earned - external Investments			200														766
Increst earned - outstanding debtors		-	28	_													12
UNIGBROS received																	
Fines																	
Licences and permits					8												69
Agency services				-													F
Other revenue	_		47	29	430						·						- 19
Transfers recognised - operational		7837	3 662	17.280	8 575												43 355
Gains on disposal of PPE																	
Total Revenue (excluding capital transfers and contribution	- Lo	7 837	15 003	17 361	9724	•	1	1	1	1	,	•		1	1	-	49 925
Expenditure By Type																	
Employee related costs		2 160	5 096	5.579	7 799					I						١	26.634
Remuneration of councillors		2307															TUE 6
Debt impairment			1 744														1744
Depreciation & asset impairment			7716														7716
Fittance charges		-	202														202
Other materials																	'
Contracted services					1.97									-			
Transfers and grants			3 620	_	ì												
Other expenditure	_	2388	3 534	11 421	2985												3 620
Loss on disposal of PPE		-															1000
Total Expenditure		6 865	21913	17 000	14 044	J	,	1	1	ı	•	1			•	•	59 823
Surplus(Deficit)		972	(6 911)	361	(4 321)	1	•	1	ľ			•	1	-			/0 00er
Transfers recognised - capital		-		11 382													14 387
Contributions recognised - capital																	
Contributed assets																	'
Surplus(Deficit) after capital transfers & contributions		972	(6 911)	11 743	(4 321)	•	,	•	•	•	1	•	1	1	'	1	1 484
Defamore																	

Relatences 1. Departmental columns to be based on municipal organisation structure check balance

	H									_	
	A Comment										
	H		Reconditation Reports	Greditors Reconditation	Age Analysis	Copies of Returns Submitted / Confirmation of Submission (small print outs)	Capies of Proof of Submitted		Pastel	Minutes of the Meetings	Snr Acc. SCM Minutes of the and Reporting Meetings and Tender Advertisement
١	Olemanni Olemanni Periode		Financial Services Department/C FO		Financial Services Department/C FO	Snr Account. Budget	Snr Account Budget		Financial Services Department/C FO	Financial Services Department/C FO	Snr Aoc: SCM and Reporting
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		false	m	es .	Within 30 days	м	May-14		within 5 days	within 15 days	within 15 days
	ē	-3000									
TELESCOLOGICAL TOTAL TOTAL STATEMENT OF THE STATEMENT OF		Timite	m	60	Within 30 days	m	NA		within 5 days	within 15 days	within 15 days
A CALESTON		1									
finhahina dan		Harate	3	8	Within 30 days	ю	WA		within 5 days	within 15 days	within 15 days
TATION FLAT	1	Malian	Tillance Department				i				
ar investibles		California	e e	8	Within 30 days	ю	NA.		within 5 days	within 15 days within 15 days	within 15 daya
ar Atleb Black	11		12	12	Within 30 days	12	May-13		5 days	within 15 days	within 15 days within 15 days
記述は対象を											
		(Luni									
		11.5									
			Number of Reconditation s	Number of Reconciliation 8	Creditors Age Analysis	Number of monthly returns	Date of Submisstion		No. of days for places an order requisition less than RS3 OCIO to be converted to a purchase order outstanding	No. of days	No. of days from close of tender
			Monthly reconcileation of bank balances (Bank Reconcileation	5 1	Payment of creditors	Compliance with prescribed dates of monthly returns (Section 71 Reports)	Compliance with prescribed dates of annual returns		No. of days to place an order	No. of days to finalise specification of Bid / Tender reduced	No. of days to No. of days finelise from dose or evaluation of tender Bid / Tender
	Markey.										
	1		To improve expenditure control					Salaries	To improve the procurement system		
	(Manufacture)	f				<u> </u>					
			BTO 1	BTG 2	BTO3	BTO 4	BTOS	BTO 6	BTO ?	BTC 8	8109

Snr Aos: SCM Minutes of and Reporting the evaluation and edituration meetings	Sirr Aos: SOM Signed and Reporting Deukarakon Forms	Financial Council Services Resoultion Department/C	Financial Section 71 Services Reports and DepartmentC submission FO notice (amail)	Financial Services Department/C FO	Financial Proof of Sendors Submission Department© PD	Financial Aknowledgem Services etn of Recelpt Department/C by AG	Financial Revaluation Services Report Department/C	Finannial Recorditation Services Reports Department/C	Fin Billing Reports	Financial Billing Reports Services Department/C FO
within 15 daye.	NA	NA .	-	-	41-	NA	MI-dis	en en	103%	Within 30 days
wibin 15 days	NA	NÄ	-	-	NA NA	NA	NA	en en en en en en en en en en en en en e	100%	Within 30 days
within 15 days	N/A	NIA	-	-	-	NA	NA	170	*001	Within 30 days
within 15 days within 15 days	100%	30-Aug 30-Aug	12	4		30-Aug 30-Aug	30-lun N/A	12 3	100%	Within 30 Within 30 days
				:						
No. of days No. of days between the taken to evaluation adjudicate process and process process	Legislative % of compliance submission of compliance submission of circular decident of forms from completed by Supply Supply Supply Chain and Finance	Budget / IDP Date of Process Plan Submission Approved by and Council Council Resolutions	Submission of No. of returns all monthly submitted returns (Sedion 11 Reports)	Submission of no of returns all quarterty submitted returns	seion of iget srijon(Bl	AFSs Date of submitted on submitted on submitted on films	Revaluation of Revaluation assets and Report roview of economic life spen	Fixed Asset the of Register recornciliations reconciled with General	Total No. Number of customers - customers billed billed/Total No. of Customers-database (%)	Cash No. of days collected from outstanding overbmers
va_	V - V - 10 - 10 - 10 - 10 - 10 - 10 - 10	To improve the budgeting Read reporting A processes	10 <u>kg</u> 420 kb.	and las		w vi ippi			To improve income control	<u> </u>
870 10	BTO 11	BTO 12	BTO 13	BTO 14	810 (6	BTO 16	8TO 17	8170 18	810 19	BTO 20

Financial Bank Services Reconciliation Department(C / Suspense Account Reconciliation Report Financial Supplementar Services y Valuation	Rolls Bank Deposit Slips	Rations Analysis Report	Age Analysis	Report	Report
Financial Services P FO P FO P FO P FO P F FO P F FO P F F F F	Department/C FO FO FO FO FO FO FO FO FO FO FO FO FO	Financial Rations Services Analysis Departmentic Report FO	Financial Services Department/C FO	Financial Services Department/C FO	Financial Services Department/C FO
NA NA	12 Weeks	16:01	within 30 days	0101	75%
E .	12 Weeks	18:01	Within 30 days	01:01	75%
S NA	12 Weeks	16:01	days days	01:01	12.5%
			9		
3 N/A	Ψ	16:01	within 30 days	10:10	75%
12 01 June 2014	52 Weeks	16:01	30 days	01:01	76%
Monthly reconcillation of Suspense Account Revised	Reviewed Weeldy Banking Report		No. of days deblors are outstanding (Total outstanding deblors/ Actual revenue received for services) x 100	P Ratio All available cash at a cash at a cash at a cash at a cash at a gramals grams) grams) grams) grams) grams) spenditure)	% Collection rate (Total receipts for services/ Total billings for services)
Suspense Account Reconciliation Property Valuation [1]	Weekby Banking	Debt coverage ratio	Outstanding service deblors to revenue	Coot coverage ratio	Quarterty collection rate on billings

Financial Viability

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growth in revenue crows and the control of the cont	Grants as a % of reversule received	R debtors outstanding as a % of revenue received for services	% of debt over 90 days	Deblors collected as a % of money owed to the municipality
revenue collected collected revenue collected for the quantum respent respent respent respent respent respent respent revenue collected quantum revenue revenu	% Achlevad (Total grants received/ Total revenue received) x 100 (DORA)	% Achieved (Total outstanding debtors/ Actual revenue received for services) x	% of debtors >90 days (Total outstanding debtors >90days/ Total outstanding debtors) x 100	% Debtors collections (Actual roverne received for services/ Total outstanding debtors) x 100
	N E			:
	25% own 258% own revenue raw	E	100%	100%
s 6	28% own revenue	*	%S2 %	in in
	30% own	*	86	
	-			50%
R 2	32% own revenue	36	% 00 00 00 00 00 00 00 00 00 00 00 00 00	K K
	35% own revenue	26	95 % %	90% 100%
Standards Services Services Services Pro-	Financial Services Departmen	Financial Servicos Departmer FO	Financial Services Department/C FO	Financial Savios R Department/C FO
Financial Rations Services Department/C Report FO	Financial Cinnts vs Services Revenue Department/2 Report FO	Financial Raidon Sovions Analysis Department/C Report FO	Age Analysis	Ratio Analysis

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